



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Legal Word Processor
3	Posting Number	PN#: 110306
4	Department	Legal
5	Division	Labor
6	Section	N/A
7	Reporting Location	900 Bagby, 3 rd Floor
8	Workdays & Hours	M-F, 8 A.M - 5 P.M*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Performs in a legal word processing environment. Operates a word processing system or computer to store, retrieve and produce hard copies of various legal forms, letters, documents and publications. Types legal documents such as contracts, ordinances, court pleadings, memos and correspondence using Word Perfect and/or Microsoft Word. Ensures accuracy by proofing and making corrections as appropriate. Transcribing by dictation machine. Prepares weekly and monthly status reports. Operates in a Windows environment. Establishes and maintains files. Operates other office machines, including typewriter, scanner, copy and facsimile. The job description is not to be construed as all-inclusive. Instead, the job duties listed are intended to describe the general nature, type and level of work to be performed.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Six months of general clerical work experience required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	None
14	<u>PREFERENCES</u> Word processing experience in Word Perfect, Microsoft Word and Excel. Prior legal experience.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skills assessment evaluation	
16	<u>SAFETY IMPACT POSITION</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><u>Salary Range – Pay Grade 11</u> \$956 - \$1,124 Biweekly \$24,856 - \$29,224 Annually</div>	
18	<u>OPENING DATE</u>	May 3, 2006
19	<u>CLOSING DATE</u>	May 9, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Level. Our TDD (Telephone Device for the Deaf) phone number is 713-837-9471. For application status inquiries, please call 713-247-1471. All new hire and rehires must pass pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	